

# NOW HIRING: Assistant Manager Vancouver Central Office

Be of maximum service—and be rocketed  
into the fourth dimension



## ★ WHY THIS ROLE IS EXTRAORDINARY

We are seeking a dedicated and capable full-time **Assistant Manager** for the Vancouver Intergroup Central Office. This is more than a job—it's a chance to deepen your understanding of the Twelve Traditions, foster connection within the Fellowship, and serve the community in a meaningful and dynamic way.

- **Be of Service:** Support the heart of A.A. in Vancouver and interact with newcomers, long timers, and volunteers alike.
- **Growth-Oriented:** Enjoy hands-on learning, mentorship from seasoned staff, and opportunities for professional growth.
- **Engage with Traditions:** Deepen your knowledge and application of the Twelve Traditions in a practical, impactful environment.
- **Technical & Creative Skills:** Get involved in website management, communications, and problem-solving tasks.

## THE ROLE

Support daily operations at Central Office under the Office Manager, assisting with inventory, literature distribution, communications, technical tasks, and public/Fellowship inquiries. Other key responsibilities include:

- Manage shipping/receiving, inventory, and literature orders.
- Update and manage website content.
- Maintain office records, correspondence, and bookkeeping.
- Respond to phone and email inquiries.
- Operate and troubleshoot office equipment.

## ✔ REQUIRED QUALIFICATIONS

- Active A.A. member with strong knowledge of the Twelve Traditions.
- Experience in A.A. service structure (Intergroup/General Service).
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Website content management experience.
- Experience in shipping and receiving.
- Strong problem-solving skills; quick and willing learner.
- Able to lift up to 10kg.
- Criminal record check required.

## 📍 THE DETAILS

Start Date: August 2025

Hours: 35/week (includes some evenings/weekends)

Salary: Starting at \$27.50/hour

Location: 3457 Kingsway,  
Vancouver, BC V5R 5L5

## 📄 HOW TO APPLY

Submit your Employment and Service Resumes to: [manager@vancouveraa.ca](mailto:manager@vancouveraa.ca)

Subject line: 2025 Assistant Manager Position

Interviewing begins: July 2025

**How it works?..... Apply Now!**